

<b>A. REQUEST FOR OFFERS</b> <b>(THIS IS NOT AN ORDER)</b>		1. REQUEST NO. DTFAAC-10-R-01887		PAGE 1 of 1	
2. DATE ISSUED: 12 January 2010		3. REQUISITION/PURCHASE REQUEST NO.: AC-10-01887			
4a. ISSUED BY: FEDERAL AVIATION ADMINISTRATION P.O. BOX 25082 ATTN: AMQ-310 OKLAHOMA CITY, OK 73125		5. DELIVERY BY		6. DELIVERY: <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER	
4b. FOR INFORMATION CALL: (NO COLLECT CALLS) Andrew Hutchcraft PH: 405-954-4940 FAX: 405-954-3030					
7. TO: NAME AND ADDRESS (INCLUDING ZIP CODE)  Offerors			8. DESTINATION:  CONTRACTOR TO SPECIFY  SPECIFY DELIVERY TIME:  _____		
9. PLEASE FURNISH OFFER TO THE ISSUING OFFICE ON OR BEFORE CLOSE OF BUSINESS (DATE AND TIME).  29 January 2010 @ 3:00 PM LOCAL TIME		10. BUSINESS CLASSIFICATION (CHECK ALL THAT APPLY)  <input type="checkbox"/> SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> WOMEN OWNED			
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparations of the submission of this quotation or to contract for supplies or services. Any representations and/or certifications attached to the Request for Offer must be completed by the offeror.					
11. SCHEDULE (INCLUDE APPLICABLE FEDERAL, STATE, AND LOCAL TAXES)					
ITEMS NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
To comply with reporting requirement of 26 U.S.C. 6041, 6041A and implementing regulation issued by the Internal Revenue Service, your Taxpayer Identification Number AND Duns Number are required. TIN: _____; DUNS: _____					
Request quote remain firm for 60 days after closing date of quote.					
<b>B.</b>	<b><u>SUPPLIES/SERVICES AND PRICES/COSTS</u></b>	<b><u>Quantity</u></b>	<b><u>Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Line Amount</u></b>
1	Instructional Services for Delivery of Three FAA Regulatory Standards courses in accordance with the attached Performance Work Statement.  Period of Performance will be between April 1, 2010 and July 31, 2010.				\$ _____
12. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	____ CALENDAR DAYS %
13. NAME AND ADDRESS OF OFFERER (STREET, CITY, COUNTY, STATE AND ZIP CODE)		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER		15. DATE OF OFFER	
		16. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		17. TELEPHONE NO. (INCLUDE AREA CODE)	

## BUSINESS DECLARATION

- 1 Name of Firm: \_\_\_\_\_ Tax Identification No.: \_\_\_\_\_
- 2 Address of Firm: \_\_\_\_\_ DUNS No.: \_\_\_\_\_
- 3 a. Telephone Number of Firm: \_\_\_\_\_ b. Fax Number of Firm: \_\_\_\_\_
- 4 a. Name of Person Making Declaration \_\_\_\_\_  
b. Telephone Number of Person Making Declaration \_\_\_\_\_  
c. Position Held in the Company \_\_\_\_\_
- 5 Controlling Interest in Company ("X" all appropriate boxes)
- ☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
- ☐ e. Other Minority (Specify) \_\_\_\_\_ ☐ f. Other (Specify) \_\_\_\_\_
- ☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (Certification letter attached) ☐ j. Service Disabled Veteran Small Business
- 6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes ☐ b. No (If "NO," provide the name and telephone number of the person who has this authority.) \_\_\_\_\_
- 7 Nature of Business (Specify all services/products) \_\_\_\_\_
- 8 (a) Years the firm has been in business \_\_\_\_\_ (b) No. of Employees \_\_\_\_\_
- 9 Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
- ☐ c. Other (Explain) \_\_\_\_\_
10. Gross receipts of the firm for the last three years:
- |                        |                           |                           |                           |
|------------------------|---------------------------|---------------------------|---------------------------|
| a.1. Year Ending _____ |                           | b.1. Gross Receipts _____ |                           |
| a.2. Year Ending _____ | b.2. Gross Receipts _____ | a.3. Year Ending _____    | b.3. Gross Receipts _____ |
11. Is the firm a small business? ☐ a. Yes ☐ b. No
12. Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No
13. Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

### I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING

ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.

14. a. Signature \_\_\_\_\_ b. Date: \_\_\_\_\_  
c. Typed Name \_\_\_\_\_ d. Title: \_\_\_\_\_

### 3.2.2.3-20 Electronic Offers (July 2004)

(a) The offeror (you) may submit responses to this SIR by the following electronic means of fax and email. Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions.

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to fax (405) 954-3030 or [Andrew.hutchcraft@faa.gov](mailto:Andrew.hutchcraft@faa.gov)

(f) If you chose to sent your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

(End of provision)

CONTRACTOR IS TO FURNISH THE FOLLOWING UNDER THE TERMS AND CONDITIONS SPECIFIED ON BOTH SIDES OF THIS ORDER AND IN ACCORDANCE WITH CLAUSES \_6, 7, 8, 9, 14, 33, 37, 43\_\_ OF THE ATTACHED "PURCHASE ORDER TERMS AND CONDITIONS", AC FORM 4415-8 (12/06).

**PURCHASE ORDER TERMS AND CONDITIONS**  
**(NOTE: Date of clause is that in effect on date of purchase order)**

**3.1-1 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE** This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:  
<http://conwrite.faa.gov> (on this web page, select "Search and View Clauses").

**THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE AND ARE SELF-DELETING IF NOT APPLICABLE:**

- 3.1.7-2 Organizational Conflicts of Interest
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
- 3.2.28-1 New Material
- 3.2.2.8-3 Delivery of Excess Quantities
- 3.2.5-1 Officials Not to Benefit
- 3.2.5-3 Gratuities or Gifts
- 3.2.5-4 Contingent Fees
- 3.2.5-5 Anti-Kickback Procedures
- 3.2.5-8 Whistleblower Protection for Contract Employees
- 3.3.1-1 Payments
- 3.3.1-6 Discounts for Prompt Payment
- 3.3.1-9 Interest
- 3.3.1-17 Prompt Payment
- 3.3.1-33 Central Contractor Registration
- 3.3.1-34 Payment by Electronic Funds Transfer/Central Contractor Registration
- 3.4.2-6 Taxes—Contracts Performed in US Possessions or Puerto Rico
- 3.4.2-7 Federal, State, and Local Taxes—Fixed Price Noncompetitive Contract
- 3.2.4-8 Federal, State, and Local Taxes Fixed Price Contract
- 3.6.2-2 Convict Labor
- 3.6.2-9 Equal Opportunity
- 3.6.3-15 Material Requirements
- 3.6.3-16 Drug Free Workplace
- 3.6.4-1 Wavier of Buy American Act for Civil Aircraft and Related Articles
- 3.6.4-2 Buy American Act—Supplies
- 3.6.4-10 Restrictions on Certain Foreign Purchases
- 3.6.4-12 European Union Sanction for End Products (applicable under \$190K)
- 3.7-1 Privacy Act Notification
- 3.7-2 Privacy Act
- 3.9.1-1 Contract Disputes
- 3.9.1-2 Protest After Award
- 3.9.1-3 Protest (this is for SIRs only)
- 3.10.1-7 Bankruptcy
- 3.10.1-11 Government Delay of Work
- 3.10.1-12 Changes—Fixed Price
  - Changes—Fixed Price Alt I
  - Changes—Fixed price Alt II
- 3.10.1-25 Novation and Change-Of-Name Agreements
- 3.10.4-1 Contractor Inspection Requirements
- 3.10.4-2 Inspection of Supplies—Fixed Price
- 3.10.4-4 Inspection of Services—both Fixed Price & Cost Reimbursement
- 3.10.4-16 Responsibility for Supplies
- 3.10.6-1 Termination for Convenience of the Government (Fixed Price)
- 3.10.6-4 Default (Fixed Price Supply and Service)
- 3.13-5 Seat Belt Use by Contractor Employees

**THE FOLLOWING CLAUSES AND/OR PROVISIONS ARE APPLICABLE ONLY WHEN REFERENCED BY NUMBER ON THE PURCHASE ORDER**

- 1. 3.10.9-4 First Article Approval—Contractor Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 2. 3.10.9-2 First Article Approval—Government Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 3. 3.2.2.8-2 Variation in Quantity (Permissible variation is stated in the Schedule)
- 4. 3.2.5-7 Disclosure regarding Payments to Influence Certain Federal Transactions (This applies if over \$100K)
- 5. 3.6.2-1 Contract Work Hours and Safety Standards Act—Overtime Compensation (Not if commercial or under \$100K)
- 6. 3.6.2-4 Walsh-Healey Public Contracts Act
- 7. 3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans
- 8. 3.6.2-13 Affirmative Action for Handicapped Workers
- 9. 3.6.2-14 Employment Reports on Special Disabled Veterans and Veterans of Vietnam Era
- 10. 3.3.1-8 Extras
- 11. 3.6.2-28 Service Contract Act of 1965, as Amended
- 12. 3.6.2-29 Statement of Equivalent Rates for Federal Hires (Employee Class & Monetary Wage-Fringe Benefits Specified in Schedule)
- 13. 3.6.2-31 Fair Labor Standards Act and Service Contract Act—Price Adjustment
- 14. 3.6.2-33 Exemption from Application of Service Contract Act Provisions
- 15. 3.6.3-2 Clean Air and Clean Water (applies if over \$100K)
- 16. 3.6.3-3 Hazardous Material Identification and Material Safety Data
- 17. 3.6.3-4 Recovered Material Certification
- 18. 3.8.2-9 Site Visit
- 19. 3.8.2-10 Protection of Government Buildings, Equipment and Vegetation
- 20-30. **Reserved**
- 31. 3.3.1-24 Fast Payment Procedures
- 32. **ADVANCE PAYMENTS:** The Contractor's invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the items specified in the Schedule, and (b) either that orders have been placed in effect for the addresses required, or that the orders will be placed in effect upon receipt of payment.
- 33. **NOTICE TO SUPPLIER:** This is a firm order ONLY if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.
- 34-36 **RESERVED**
- 37. 3.11-34 F.O.B. Destination
- 38. **RESERVED**
- 39. **TRANSPORTATION COST -- GOVERNMENT:** Prepay shipping charges and bill as a separate item on invoice. If shipping charges exceed \$100, a prepaid freight receipt must accompany the invoice. The Commercial bill of lading must be marked "THESE TRANSPORTATION CHARGES ARE TO BE PAID AS A SEPARATE AND DIRECT ITEM BY THE U.S. GOVERNMENT. THEREFORE, ANY SPECIAL U.S. GOVERNMENT TRANSPORTATION RATES MUST BE APPLIED."

40-41. **RESERVED**

42. **CUSTOMS DUTIES AND CLEARANCE:** All import shipments will be shipped in bond to Oklahoma City, Oklahoma. Clearance will be made of customs duties paid by the Government. For F.O.B. Destination shipments, these costs will be deducted from the contractor's invoice or billed to the contractor. This in no way relieves the contractor of responsibility for transportation charges or damage in shipment on F.O.B. Destination orders.

43. **NO SUBSTITUTE OR CHANGE:** No substitution or changes shall be made without prior approval of the Contracting Officer.

44. **RESERVED.**

45. **PACKING SLIP—Form 4650-12:** these are warranty repair items and are being shipped under separate cover with FAA Form 4650-12 as packing slip.

46-48. **RESERVED.**

49. **OVERHAUL OF AIRCRAFT APPLIANCES AND COMPONENTS:** AC Form 4450-26 is attached and made a part hereof.

50-51. **RESERVED.**

52. **ACQUISITION OF AIRCRAFT APPLIANCES AND COMPONENTS:** AC Form 4450-29 is attached and made a part hereof.

53-60. **RESERVED.**